

SEAGRY PARISH COUNCIL

DRAFT MINUTES

Council Meeting

held at 7.30pm

The Goss Croft Hall, Upper Seagry SN15 5HD

9th January 2024

Present: Cllr M Barber (Chairman), Cllr A Ball, Cllr J H Crosland, Cllr N Hutton, Cllr Emma Sorrell and Cllr K Taylor.

Also Present: Wiltshire Councillor H Greenman and Mr V Vines MBE Clerk of the Council.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972

PUBLIC QUESTION TIME

There were no Questions raised.

REPORTS FROM UNITARY COUNCILLOR, PARISH COUNCILLORS & COUNCIL REPRESENTATIVES

Wiltshire Cllr H Greenman advised that it was essential, with any planning application that the Parish Council had requested him to “call in” for a Committee decision, that the Council registered and attended to make representations at the Meeting. He was pleased to say that following representations the Government’s 5-year housing land supply requirement often creating the tilted balance on planning applications was to be reduced to 4 years. This was of significance in Wiltshire as they could comply with the 4-year figure. In addition the update requirements for Neighbourhood Plans was to alter. There was now some confusion as to whether planning decisions given by the Strategic Planning Committee, that had yet to be signed off, could now be re-considered. The Parish Council was likely to receive official news shortly.

There were no further Reports.

52/23 APOLOGIES FOR ABSENCE

There were no Apologies.

53/23 Declaration(s) of Interest - in accordance with Seagry Parish Council’s Code of Conduct (Adopted 9th November 2021) and Standing Orders (Adopted 12th May 2015)

There were no Declarations of Interests.

54/23 MINUTES Members had been previously circulated with the Minutes.

- a) The Council received, approved and signed as a true record the Minutes of the Parish Council Meeting held 15th November 2023. **Cllr A Ball proposed, seconded Cllr J H Crosland and RESOLVED UNANIMOUSLY**

55/23 PLANNING

Planning Applications: Prior to the consideration of any Planning Application, the opportunity will be given for Applicants and their Representatives and any other interested parties to address the Council. The Parish Council received representations from Heather Waddington in regards to application PL/2023/10825

- a) PL/2023/10825 – Prior Approval Part 3 Class Q : Agricultural Buildings to Dwellinghouses
Prior notification of a change of use from 1 No agricultural building to 1 No residential dwelling (Class C3) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended) to include operational development
Church Farm, Lower Seagry, Chippenham, Wiltshire SN15 5EP
For Heather Waddington

Following consideration of the application **the Council resolved to advise Wiltshire Council that:**

The Council was mindful that this application was a resubmission of application PL/2023/06516, refused by Wiltshire Council, and was a legal determination not a planning application.

The Council had commented on application PL/2023/06516 and they were pleased to see that several of the concerns raised had been reconsidered and the Council could now give their support in principle to the proposal and find the design details more appropriate to the area.

Areas of concern remaining related again to site boundaries and the fact that Church Farm had a significant land holding, not shown on the site location plan, whereas the site and block indicated a red line site curtilage and a small area of associated land within the blue line.

The Council noted that the red line curtilage was restricted and indicated the provision of two parking spaces. But again to gain access to the spaces and the dwelling itself it appeared that there would be a need to cross the blue line associated land. As this was a necessity then this area should be included within the proposed curtilage.

The main area of concern related again to the future intentions for the associated blue lined land. This was agricultural land. Should this be retained as agricultural land then there was no concern. However, should the intention be to increase the size of the residential/domestic curtilage the Council would not be supportive.

As before it was noticeable that the layout and elevations showed door openings leading to the north with a narrow pathway around the perimeter of the proposed dwelling which suggested that the long term aim could be to expand the curtilage in the northern direction. It was acknowledged that this might not be the intention of the existing owner but there needed to be an enforceable planning condition restricting curtilage expansion.

Cllr M Barber proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY

- b) PL/2023/09787 – Householder Planning Permission
Erection of a Single Storey Timber Garden Room
Hope Cottage, 8 Upper Seagry, Chippenham SN15 5EX
For Mr Nick Matthew

Following consideration of the application **the Council resolved to raise no objections to the proposals.**

Cllr Emma Sorrell proposed, Cllr N Hutton seconded and RESOLVED UNANIMOUSLY

There were no further planning applications considered.

Planning General: The Council noted planning decisions and planning related matters, including appeals and enforcement issues since the last Council Meeting.

- a) PL/2023/09202 – Removal/Variation of Conditions
Variation of Condition 2 of PL/2021/08755 “Erection of an Agricultural Building for Livestock and Machinery Storage and Associated Track”
The Mount, Upper Seagry, Nr Chippenham, Wiltshire SN15 5EX
For Mr Nick Good

The Council had received notification that this application was likely to appear on the Development Control Committee North Agenda for the 27th February 2024. The **Parish Council agreed that** there was a need to make representations and would await the publication of the Agenda and Officer’s Report before determining what actions were required.

- b) Enforcement Matters. Minute 45/23 Planning General (e) referred. The Council had been advised that on the 9th January 2023 Wiltshire Council had determined that it was not expedient, in the public interest, to pursue further as an enforcement matter the complaints under 20/00804/ENF in regards to Summer Barn, Five Thorns Lane, Upper Seagry. The Parish Council had not been notified of this until the 21st September 2023. The Council had asked for clarification as to why it was not expedient, in the public interest, to pursue further as it was clear that un-authorized works had been carried out. There had been no response to date. **(noted)**

56/23 FINANCE

The Council considered financial matters and received notification of receipts, invoices for payment and invoices paid since the last Council Meeting.

- a) **Payments:** The Council considered and approved the following Payments.

SW Ambulance NHS Trust. Defibs lease renewal. Inv 1476 11.12.23 £ 3,360.00
Black Nova Designs. Website hosting 24/25 Inv 19216 03.01.24 £ 100.80

Cllr M Barber proposed, Cllr J H Crosland seconded and RESOLVED UNANIMOUSLY

- b) **Payments made since last Meeting:** The Council noted the following payment made since the last Council Meeting. **(noted)**

Black Nova Designs. Gov.uk domain registration. Inv 18693 24.11.23 £ 66.00

- c) **Receipts:** The Council noted that there had been no receipts since the last Council Meeting. **(noted)**

- d) **Bank Account Balance/s** The Council noted the following balance. **(noted)**

Lloyds Account No. 00454316 30th November 2023 £ 48,946.77

- e) **Council Budget, Budget Proposals and Precept for Year 2024-2025:**

The Council considered Budget proposals for Year 2024-2024 together with background advice in regards to potential capping implications for future Capital and Revenue spending requirements. There was a need to agree a Precept requirement at the Meeting to meet the Wiltshire Council notification timescale of 18th January 2024. Detailed consideration was given to a forward budget and cost pressures. The Council was mindful of the fact that any increases proposed needed the support of Parishioners. The Public Works Board Loan repayment of £5,202.32 for the Goss Croft Hall build was a continuing commitment that was a significant proportion of the budget. In addition the Council acknowledged that with Wiltshire Council continuing to reduce services there could be a need for the Parish Council to carry out additional tasks. This could include increases in LHFIG financial support for local projects.

The Council had set the Precept for Year 2023-2024 at £20,500.00. The Clerk provided a Schedule that included an estimated outturn for Year End. Several projects would be completed within the year. The Council agreed that as a matter of principle there was a need to maintain the Capital Fund by resisting reductions to support the Revenue Account and that the Council would remain in a healthy financial position at end of year. The Council noted that the Band D Tax Base had changed from 172.07 to 172.95 per property. The Clerk provided spending options that included a standstill situation and implications resulting from a Precept increase or reduction and after consideration it was felt that to cover inflation, proposed spending and to increase the Capital set aside there was a need to increase the Precept this year. **It was agreed to request a Precept requirement of £21,500.00 for the next Council Year.**

Cllr J H Crosland proposed, Cllr K Taylor seconded and RESOLVED BY MAJORITY DECISION

57/23 HIGHWAY MATTERS

- a) **Parish Stewards Programme/Requirements:** general issues for the Local Highway & Streetscene Community Team. Cllr J H Crosland, the Council link, had continued to provide the Parish Steward with priority works. Parish Steward visits had had been increased to one and half days per month and had been scheduled for the whole year, with the next being over days 3rd - 4th January, 5th - 6th February and 5th - 6th March 2024. **(noted)**
- b) **Rights of Way:** The Council considered improvements to Rights of Ways with the provision or replacement of stiles and gates a priority. The responsibility fell with landowner/s but the Council felt that a project was worthwhile and that with engagement with landowner/s and with a financial contribution from the Council

offered, progress could be made. **The Council agreed to** pursue this as a forward project.

- c) **Highway Conditions and Maintenance:** general issues in regards to Highway Conditions and Maintenance within the Parish.
 - i) HGV & Farm Traffic, Henn Lane + A429 Diverted Traffic. There had been no further progress. **(noted)**.
 - ii) Highway verge erosion in the Upper Seagry “triangle” and generally within the Parish. The Minute (i) above refers. **(noted)**
 - iii) Provision of Additional salt/grit bins. There had been no further progress. **(noted)**.
 - iv) Village Entrance Gates. The matter still awaited Wiltshire Highways action. **(noted)**
 - v) Grass Verge – Upper Seagry. Cllr M Barber reported that additional bollards were still required to cover the whole verge length. **(noted)**
 - vi) Winter Preparation 23/24. There was no updated required. **(noted)**
 - vii) Hawthorn Tree – Upper Seagry grass verge. There had been no change in circumstances since the last Council Meeting. **(noted)**
- d) **Lower Seagry/Spitfire Memorial Highway Fingerpost Sign.** The Council has previously agreed that community views should be ascertained on the replacement, potentially through The Signpost, Whatspp and the Annual Parish Meeting. **(noted)**

58/23 STANDING ITEMS

- a) **Recreation Ground:** There were no issues raised. **(noted)**
- b) **Notice Boards:** There were no issues raised. **(noted)**
- c) **Flooding & Drainage:** Recent storms had identified permanent highway flooded areas. The Parish Steward would be asked to identify causes and possible solutions. **(noted)**
- d) **Parish/Community Website/Social Media:** Council Members were reminded to check their details on the website to ensure they are up-to-date. **(noted)**
- e) **Asset Register:** There was no update necessary. **(noted)**
- f) **School Liaison:** There was no update. **(noted)**
- g) **Council Standing Orders & Financial Regulations:** The Council had agreed to review all Policies when required. **(noted)**
- h) **Council Code of Conduct:** The Council had agreed to review all Policies when required. **(noted)**

- i) **Risk Assessment, Health & Safety and Management Register:** The Council had agreed to review all Policies when required. **(noted)**
- j) **Freedom of Information Act-Publication Scheme:** The Council had agreed to review all Policies when required. **(noted)**
- k) **Seagry Spitfire Memorial:** There was no update on this occasion. **(noted)**
- l) **Goss Croft Hall:** There was no updated on this occasion. **(noted)**
- m) **Allotments:** Cllr A Ball had updated the Council on the Allotment Holders Terms & Conditions, anomalies that existed and rents paid. The Council was mindful of the fact that since the last rent increase they now paid for the water supply to the site. They also noted that any changes proposed would commence in 12 months time. Existing rents had been £10.00 single and £20.00 double and the **Council agreed to** increase rents to £15.00 single and £30.00 double for Year 25/26 and to consider annual reviews from then on. Anomalies that existed with Terms & Conditions would be dealt with by informal approaches in the first instance. **Cllr A Ball proposed, Cllr M Barber seconded and RESOLVED UNANIMOUSLY**
- n) **Wiltshire Council Chippenham Area Board and Chippenham Community Area Parish Forum:** The Area Board had met on the 11th December 2023 at the Olympiad Leisure Centre and included an “All things Roads” session with Highway Officers and the Highway Cabinet Member in attendance. Future Meeting dates were scheduled for 11th March, 10th June and 2nd September 2024. The next Parish Forum Meeting was scheduled for the 17th January 2024 at 7.00pm in Kington St Michael Village Hall SN14 6HX. **(noted)**
- o) **Parochial Church Council:** There was no update on this occasion. **(noted)**
- p) **Seagry Neighbourhood Plan:** There was no update required on this occasion. **(noted)**.
- q) **Neighbourhood Watch:** There was no update. **(noted)**
- r) **Emergency Planning:** There was no update. **(noted)**
- s) **Insurance:** There was no update required. **(noted)**
- t) **Signpost Magazine:** Cllr A Ball would submit any articles on Parish Council matters. **(noted)**
- u) **Seagry Community Forum:** There was no update. **(noted)**
- v) **Community Speedwatch (CSW):** A later Agenda item referred. **(noted)**
- w) **Defibrillator Project:** A new 4-year lease arrangements had been signed with the South West NHS Ambulance Trust. As part of the lease arrangements the Parish was entitled to one training session each year. **(noted)**
- x) **Data Protection. GDPR:** There was no update required. **(noted)**

59/23 CLERKS REPORT

The following items were received for decision, information, and circulation and for future discussion and matters arising and updates from previous meeting/s.

- a) **Autospeedwatch Devices.** There had been no change in circumstances since the last Council Meeting. **(noted)**
- b) **Speed Identification Devices (SIDs).** Cllr M Barber reported that there had been agreement with Wiltshire Highways on SID pole positions and requirements and instructions could now be given to the contractor to install. **(noted)**
- c) **Community Speedwatch Team.** The CSW Team had now commenced activities and the radar gun/device was being shared with Christian Malford and Sutton Benger Parish Councils on an agreed rota. **(noted)**
- d) **Wiltshire Operational Flood Group North.** A Flood Group Hybrid Meeting had been held on Thursday 23rd November 2023 at the Melksham Without PC Offices, Community Campus, Market Place, Melksham SN12 6ES. The next Meeting was scheduled for Thursday 25th January 2024 at 9.30am in the same venue. A Microsoft Teams link was available. **(noted)**
- e) **Chippenham Local Highway and Footpath Group (LHFIG).** The next LHFIG Meeting was scheduled for 25th January 2024 at 10.00am in Committee Room D at Monkton Park or by Microsoft Teams and the link would be made available. **(noted)**
- f) **Wiltshire Council - Briefing Note 23-34.** This item had appeared on the last Agenda and was included as a reminder. The Council had received a Briefing Note in regards to the Substantive Highways Scheme Fund Bid Application Process 2024/25. Applications for competing bids had needed to be submitted by Friday 15th December 2023. The Council had agreed that as this was likely to be a yearly invitation the Council would use the next 11 months (from November 2023) to consider proposals in readiness to submit. **(noted)**
- g) **Wiltshire Council - Briefing Note 23-35.** The Council noted receipt of a Briefing Note in regards to the Christmas FUEL Programme update. **(noted)**
- h) **Wiltshire Council - Briefing Note 23-36.** The Council noted receipt of a Briefing Note in regards to the Coronation Living Heritage Fund - Coronation Orchards **(noted)**
- i) **Wiltshire Council - Briefing Note 23-37.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Simpler Recycling for Household and Business Recycling in England. **(noted)**
- j) **Wiltshire Council - Briefing Note 23-38.** The Council noted receipt of a Briefing Note in regards to the Wiltshire Vibrant Vacant Units Grants. **(noted)**
- k) **Wiltshire Council – DEFRA’s Property Flood Resilience Repair Grant Scheme.** The Council noted receipt of details received of the PFRR Storm Babet 2023 scheme. **(noted)**
- l) **Community Emergency Contacts.** Wiltshire & Swindon Prepared (LRF) had initiated a new scheme called Community Emergency Contacts and invited the

Council to participate and engage in this. (Minute 49/23 (g) referred). Cllr M Barber would complete and submit the information. **(noted)**

60/23 COUNCILLORS REPORTS AND ITEMS FOR NEXT FULL COUNCIL MEETING

i) PL/2023/09202 – Removal/Variation of Conditions

Minute 55/23 above refers. The Council had received notification that this application was likely to appear on the Development Control Committee North Agenda for the 27th February 2024. The Parish Council had agreed that there was a need to make representations and would await the publication of the Agenda and Officer's Report before determining what actions were required.

ii) Cllr N Hutton advised that he would be unable to attend the next Council Meeting.

There were no further issues raised.

61/23 DATE OF NEXT MEETING

The next Council Meeting was scheduled for **7.30pm, Tuesday 12th March 2024 at 7.30pm** to be held in The Goss Groft Hall Small Meeting Room, unless otherwise notified. However, Members noted that Tuesday 13th February 2024 was scheduled for a Council Planning Meeting and Notice would be given if this Meeting was required.

Signed:

Date: **12th March 2024**